



INSTRUCTIONS TO BIDDERS For the Sale of UNDP Vehicles

UNDP Philippines are hereby inviting bids for sale of 4 different vehicles. The details of the vehicles and bidding process is provided in this document. for any clarification on the process please communicate by writing to procurement.ph@undp.org

The following rules and regulations will govern the bidding process:

1. **Particulars of the Vehicle For Bidding.** Annex A shows the particulars of the vehicle offered for sale through sealed bidding and serves as the form to be used in submitting bids. Vehicle being disposed is on an "as-is-where-is" basis. Therefore, UNDP will not entertain any complaints of malfunction of the vehicle, nor will it accept any requests for repair or transporting of vehicle purchased before or after the sale. This does not in any way imply that the asset for sale requires such repair or servicing.
2. As safety precaution against COVID-19, all vehicles will not be available for physical viewing and inspection. Please refer to Annex B to Annex E for the latest photos of the vehicles. The vehicles are currently located on the following places:

Make Type	Plate Number	Location
Toyota Hi-Lux (2006)	24212	Pastor Kimpo Street, Cotabato City
Toyota Hi-Lux (2014)	30593	Pastor Kimpo Street, Cotabato City
Toyota Innova (2011)	6155	UN Caged Parking, 6/F, Rockwell Business Center, Sheridan corner United Streets, Highway Hills, Mandaluyong City
Toyota Grandia	6153	UN Caged Parking, 6/F, Rockwell Business Center, Sheridan corner United Streets, Highway Hills, Mandaluyong City

3. Bidders can quote for one or multiple vehicles.

4. **Financial Bid.** The financial bid should indicate an all -inclusive bid price quoted in Philippine Pesos. Minimum bid price for each vehicle is indicated in the attached bid form.
5. **Security Deposit.** A security deposit in the form of a cheque made payable to “UNDP Representative Peso Account” equivalent to ten (10%) of the total bid price. A copy of the check must be submitted along with the bid on or before the **24 September 2021, 5.00PM Manila time.**

Original copy of the security deposit in a form of check should be submitted to UNDP Procurement at the address below.

UNDP: 15th Floor North Tower, Rockwell Business Center Sheridan,
Sheridan Street corner United Street, Highway Hills, Mandaluyong City

Kindly email procurement.ph@undp.org 3 days before physical submission of the check to UNDP Premises.

6. **Forfeiture of the security deposit.** Bids whose security deposit are found, after opening of the financial bids, to be less than the required minimum amount shall cause the bid to be rejected. Under such circumstances, the security shall be forfeited by UNDP.

The security deposit of the successful bidder shall be retained as a guarantee which shall be forfeited to UNDP in case of failure to pay the full amount within a period of ten (10) working days after confirmation of the sale and provision of documents to the successful bidder. Security deposits of unsuccessful bidders shall be returned 1 day after the receipt of full payment in form of cash or check from the successful bidder/s made to UNDP Finance Unit.

7. **Withdrawal of bids.** All bidders shall be allowed to withdraw his/her participation, but only before deadline of submission of bids. The bid may be withdrawn only after the bidder officially communicates his/her purpose in writing to UNDP on or before the deadline herein specified. In which case, the security deposit shall not be forfeited and will be returned to the bidder unopened.

However, no bid can be withdrawn for any reason whatsoever after the deadline of submission of bids. Should the bidder insist on withdrawing his/her bid after the deadline of submission of bids, such withdrawal shall cause the forfeiture of the security deposit.

8. **Submission of Bids.** The bid submission form (Annex A) and the copy of the check should be submitted to bids.ph@undp.org on or before **24 September 2021, 5.00PM Manila time.**
 - a. Original copy (physical copy) of the check must be submitted **BEFORE 24 September 2021, 5.00PM Manila time** to the UNDP address at: 15th Floor North Tower, Rockwell Business Center Sheridan, Sheridan Street corner United Street,

Highway Hills, Mandaluyong City. Kindly email procurement.ph@undp.org 3 days before physical submission of the check to UNDP Premises.

- b. All files must be free of viruses and not corrupted.
- c. Bids must be password protected.
- d. Password for the bid must not be provided to UNDP on or before the deadline of submission of bids. UNDP Procurement will send a separate email requesting for the password.

e. Mandatory Email Subject: Sale of UNDP Vehicles

- 9. **Late submission of Bids.** Bids submitted after **24 September 2021, 5.00PM Manila time** for whatever reason or cause shall be considered late. The original check shall be also returned to the bidder.
- 10. **Opening of the Bids.** Unless otherwise officially communicated by UNDP to the bidders, the bids shall be opened on 27 September 2021, 1.30PM Manila time, in the presence of UNDP representatives.
- 11. **Award.** UNDP will award to the highest bidder per vehicle and will be notified through email.
- 12. **Payment of Price Offered to UNDP.** Successful Bidders will be notified by UNDP through the email address provided in the Bid Submission form. Prior to release of the vehicle, the winning bidder should have fully paid the applicable taxes to the internal revenue authority and the “price offered” disclosed in Bid Submission form to UNDP only.
- 13. UNDP Procurement will notify the winning bidder through email where payment processes will be provided accordingly.
- 14. **Payment of Taxes.** If the winning bidder is not a VAT-exclusive entity, the vehicle shall only be handed over by UNDP upon the bidder's submission of the official receipt confirming the full payment of taxes to the internal revenue authority.
- 15. **UNDP reserves the right to reject any or all bids, or to accept such bid as may be appropriate with UNDP policies and procedures.**

Approved by:

Samantha Gunasekera
Operations Manager
07 September 2021



ANNEX A

BID SUBMISSION FORM SALE OF UNDP VEHICLES

Contracts, Assets and Procurement Committee
15th Floor, Rockwell Business Sheridan Center
Sheridan Street corner United Street Mandaluyong City

Dear Sir/Maám,

I hereby bid for the vehicle listed below :

Make Type	Plate Number	Mileage	Seating Capacity	Minimum Bid Required	Price Offered
Toyota Hi-Lux (2006)	OEV24212	204,448km	5	PhP 261,800	
Toyota Hi-Lux (2014)	OEV30593	152,857 km	5	PhP 523,600	
Toyota Innova (2011)	6155	81,711km	9	PhP 383,000	
Toyota Grandia	6153	127,395 km	12	PhP 492,000	

Please write your bid price in words here:

I voluntarily agree to the conditions set forth in the Instructions to Bidders applicable to this particular bidding.

The enclosed amount of _____ in a form of check serves as my security deposit in accordance with item number five (05) of the Instructions to Bidders.

Signature of Bidder :

Name of Bidder:

Mobile and Email address of Bidder:

Address of Bidder:

Date:

ANNEX B

UNDP Vehicle – 2006 Toyota Hilux, Plate Number 24212

General Information (Hilux 24212)

Make: Toyota Hilux
Type: Hilux
Year / Model: 2005
Color: Grayish Brown
Chassis Number: MR0FZ29G5-01525479
Engine Number: 1KD-9574317
Transmission: Hilux G M/T 4X4
No. of Cylinder(s): 4
Fuel: Diesel
Plate number: 24212
Odometer reader: 204448 km
Extras. Accessories: Jack, Tire range and Spare tire

Condition:

Engine: Good
Body and Chassis Good
Hood and Fender: Good
Bumpers: Good some Scratches
Doors: Good some Scratches
Locks and Latches: Good
Windshield and wipers: Good
Door Glasses: Good
Upholstery: Good
Instrument Panel: Good
Lights: Good
Painting: Good some Scratches
Other Remarks: Weak Battery



ANNEX B

UNDP Vehicle – 2006 Toyota Hilux, Plate Number 24212













ANNEX C

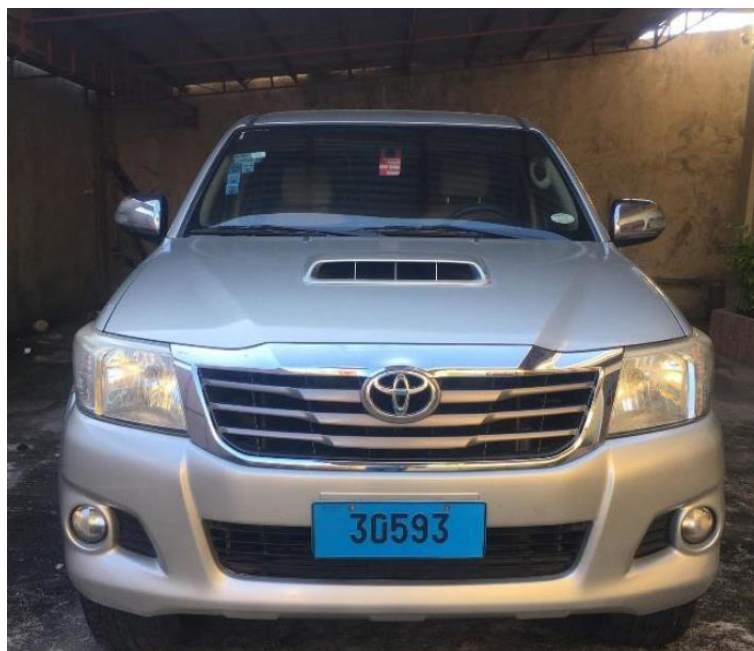
UNDP Vehicle – 2014 Toyota Hilux, Plate Number 30593

General Information (Hilux 30593)

Make: Toyota Hilux
Type: Hilux
Year / Model: 2014
Color: Grayish Lithium
chassis Number: MR0FZ29G502523855
Engine Number: 1KDA279859
Transmission: Hilux G M/T 4X4
No. of Cylinder(s): 4
Fuel: Diesel
Plate number: 30593
Odometer reader: 152857 km
Extras. Accessories: Jack, Tire range and Spare tire

Condition:

Engine: Good
Body and Chassis Good
Hood and Fender: Good
Bumpers: Good some Scratches
Doors: Good some Scratches
Locks and Latches: Good
Windshield and wipers: Good
Door Glasses: Good
Upholstery: Good
Instrument Panel: Good
Lights: Good
Painting: Good some Scratches
Other Remarks: Weak Battery



ANNEX C

UNDP Vehicle – 2014 Toyota Hilux, Plate Number 30593



ANNEX C

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UNDP Vehicle – 2014 Toyota Hilux, Plate Number 30593





ANNEX C

UNDP Vehicle – 2011 Toyota Innova, Plate Number 6155

Registered Owner: UNITED NATIONS DEVELOPMENT PROGRAMM	
Certificate of Registration No. 14157384-3	
GENERAL INFORMATION	
Make	- Toyota
Type	- Wagon
Year / Model	- 2011/Innova E, 2.0L
Color	- Themalyte Silver
Chassis No.	- TGN409022810
Engine No.	- 1TR7046208
Transmission	- Manual
No. of Cylinder(s)	- Four (4)
Fuel	- Gasoline
Plate No.	- 6155 (Special Plate)
Odometer Reading	- 81,711 Km.
Extras / Accessories	- Airconditioning unit, Original In-dash CD /DVD receiver & AM/FM stereo player with standard speakers, all powered series, air bag and tools
CONDITION	
Engine	- Running Condition
Body and Chassis	- Fair
Hood and Fenders	- Fair
Bumpers	- Fair
Doors	- Fair
Locks & Latches	- Functioning
Windshield / Wipers	- Fair/Functioning
Door Glasses	- Fair
Upholstery	- Fair
Instrument Panel	- Functioning
Lights	- Functioning
Tires	- Fair
Painting	- Fair
Remarks	- Shows scratches on some parts of the body



ANNEX D

UNDP Vehicle – 2011 Toyota Innova, Plate Number 6155



ANNEX D

UNDP Vehicle – 2011 Toyota Innova, Plate Number 6155



ANNEX D

UNDP Vehicle – 2011 Toyota Innova, Plate Number 6155



ANNEX E

UNDP Vehicle – 2010 Toyota Grandia, Plate Number 6153

Registered Owner: UNITED NATIONS DEVT PROGRAMME (UNDP)
Certificate of Registration No. 11495037-1

GENERAL INFORMATION

Make	- Toyota
Type	- Van
Year / Model	- 2010/Hiace GL Grandia
Color	- Silver
Chassis No.	- JTFRS13P100018742
Engine No.	- 2KD5076870
Transmission	- Manual
No. of Cylinder(s)	- Four (4)
Fuel	- Diesel
Plate No.	- 6153 (Special Plate)
Odometer Reading	- 127,395 km.
Extras / Accessories	- Airconditioning unit, Original In-dash CD /DVD receiver & AM/FM stereo player with standard speakers, all powered series, air bag and tools

CONDITION

Engine	- Running Condition
Body and Chassis	- Fair
Hood and Fenders	- Fair
Bumpers	- Fair
Doors	- Fair
Locks & Latches	- Functioning
Windshield / Wipers	- Fair/Functioning
Door Glasses	- Fair
Upholstery	- Fair
Instrument Panel	- Functioning
Lights	- Functioning
Tires	- Fair
Painting	- Fair
Remarks	- Shows dents at rear door and bumper. Shows scratches on some parts of the body.



ANNEX E

UNDP Vehicle – 2010 Toyota Grandia, Plate Number 6153



ANNEX E

UNDP Vehicle – 2010 Toyota Grandia, Plate Number 6153

